

TRIANGLE C of E PRIMARY SCHOOL

ATTENDANCE POLICY

MISSION STATEMENT

LEARNING - EXCELLENCE – RESPECT

INTRODUCTION

We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

Under the *2006 Pupil Registration Regulations* the Governing Body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

DEFINITIONS

Authorised absence

- An absence is authorised if a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell and the parent writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised.

Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of both the school and parents/carers. Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

ATTENDANCE PROCEDURES

If a child is absent

When a child is absent unexpectedly, the class teacher will record the absence in the register. The office will check the registers and record any known reason for absence. If no reason is known the school office will endeavor to contact a parent or guardian in order to check on the safety of the child. If they cannot be contacted, the office will try other contacts on the pupil's data collection sheet. If there is concern about a child's absence the Headteacher will be informed. Similarly, if there is a longer-term general worry about the attendance of a particular child, this will be reported to the Headteacher, who will contact the parents or guardian as well as outside support agencies if appropriate. Where possible parents/guardians should let the school know in advance of any planned absences e.g. hospital appointments. They should also endeavor to make medical / dental appointments out of school hours where possible.

Requests for leave of absence

We believe that children need to be in school for all sessions to enable them to make the most progress possible. However, we do understand that there are circumstances where a parent may legitimately request leave of absence for a child to attend. The Government has issued guidance to headteachers with regards to holidays in term time. This states that leave of absence for holidays can only be granted in exceptional cases.

By law, school staff must consider the academic and educational needs of the child, before they agree to any request. If an absence will have implications for the child's future learning or educational welfare, permission cannot be granted.

Long-term absence

When children have an illness that means they will be away from school for over five days, if appropriate, the school will do all it can to send material home, so that they can keep up with their school work. If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the child to be given some tuition outside school.

Repeated unauthorised absences

The school will contact the parent or guardian of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents or guardians will be asked to visit the school and discuss the problem. If the situation does not improve, the school will then contact the LA Education Welfare, who may visit the home and seek to ensure that the parents or guardians understand the seriousness of the situation. It may also be that the LA Education Welfare decide to issue a fine to the parents of any child who has repeated unauthorised absences.

The governors, supported by the LA, reserve the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

Rewards for good attendance

Certificates will be given to all children who have 100 per cent attendance. They will receive a certificate at the end of the summer term. Certificates for attendance, awarded at the last assembly of the year.

MONITORING & REVIEW

The school office will be responsible for monitoring attendance and providing statistical information as required. The headteacher reports termly to the Governing Body on attendance as part of the headteacher's report. The governors seek to ensure that the school's attendance figures are as high as they can be.

The rates of attendance will be reported in the school prospectus.

Signed on behalf of school: **Date:**.....

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